



APC Quarterly Newsletter

Volume X

July 2013

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Calendar of Events

| July 2013 | August 2013 | September 2013 |
|---|--|---|
| 4th: July 4th Holiday (Government Closed) | 8th: Cardholder Suspensions | 2nd: Labor Day (Government Closed) |
| 8th: Cardholder Suspensions | 9th and 23rd: Cardholder Suspension Lifts | 9th: Cardholder Suspensions |
| 9th and 23rd: Cardholder Suspension Lifts | | 10th and 24th: Cardholder Suspension Lifts |
| 25th: APC Quarterly Meeting | | 25th: APC Quarterly Meeting |

Save the Date! APC Quarterly Meeting

The CCSC will hold the next APC Quarterly Meeting on **Thursday, July 25, 2013**.

All APCs are invited to join in this discussion with the CCSC team, via phone or in person.

Your feedback and attendance are vital to the success of the program. The upcoming meeting will include some of the new items in the newsletter and a guest speaker from GSA.

The speaker from GSA will be presenting on Federal Strategic Sourcing Initiative (FSSI) Office Supply Blanket Purchase Agreements (BPAs). We look forward to this discussion and please contact us via the [CCSC Inbox](#) with any talking points your agency specifically wants to cover.

The tentative date for the Q4 APC Quarterly Meeting is **Thursday, September 25, 2013**.

The CCSC Team would like to thank all charge card program participants for all of your continued hard work, contributions, and accomplishments. If you have any questions, please send an e-mail to the [CCSC Inbox](#).



Agency of the Quarter

The Charge Card Service Center is pleased to congratulate the **Agency of the Quarter for Q3 FY13, [Food Safety and Inspection Services](#)** and Janet Elm (FSIS APC). Please see figure 1, showing their outstanding metrics.

The **Q3 FY13 Honorable Mention** agency is the [Marketing and Regulatory Programs](#) and Estela Diaz (MRP APC). Congratulations!



| Q3 FY13 | | |
|--|-------------|-------------|
| Food Safety and Inspection Services (FSIS) | | |
| | Q2-2013 | Q3-2013 |
| Convenience Checks Usage | 0.00% | 0.00% |
| Transactions Final Approved within 60 days | 99.30% | 99.67% |
| | Q3-2012 | Q3-2013 |
| Spend Increase | \$1,353,207 | \$1,080,171 |

Figure 1. Agency of Quarter Metrics

The CCSC is now basing the Agency of the Quarter selection on additional criteria factors in efforts to diversify the agencies that may be eligible for the award. Figure 2 describes the six areas that the CCSC is focusing on when determining the Agency of the Quarter. The last three items are new criteria the CCSC has added to the selection process.

Please keep in mind the selection of the Agency is a CCSC internal process that is done at the end of each quarter based on statistics and compliance efforts by each agency during the quarter specified.

If you have any questions on the selection process, please contact us at [CCSC Inbox](#).

| Criteria | Desired Outcome |
|---|---|
| Convenience Check Usage | Elimination of convenience checks is always favorable, if your agency cannot eliminate checks reducing usage of checks over the quarter is noted. |
| Transactions Final Approved within 60 days | 98%+, This demonstrates the agency's effort to reduce suspensions and maintain proper oversight. |
| Spend Increase | A spend increase leads to an increase in rebates to the USDA. |
| Compliance for QTR | Agency has responded to QTR request in a timely manner. |
| Compliance to APC Certification of LAPC Review | Agency has submitted certification to CCSC in a timely manner. |
| Compliance to Dormant Account List Report | Agency has responded to CCSC in a timely manner, or Agency has maintained no dormant cards. |

Figure 2. Agency of the Quarter Updated Selection Criteria

CCSC Oversight Support

New CCSC Oversight Support Process Changes



Recently the CCSC has rolled out four programs and support-based initiatives to help you manage and monitor the charge card program. The CCSC has communicated expectations to all APCs via e-mail for all new programs.

Most of the initiatives the CCSC has rolled out are identified in the Departmental Regulation (DR) or CCSC User Guides. In efforts to run a more successful program we are now asking for your help in ensuring all compliance goals are met. Although the CCSC does not anticipate rolling out any more new programs at this time, we will continue to provide you advance notice for new programs. In the last quarter, CCSC sent several communications for the new programs, which include:

- Purchase Cardholder Training Requirements
- Questionable Transactions Report
- Dormant Account List Report
- Random Sampling of Receipt Documentation
- Separation of Service Report (Rolling out in August 2013, Ongoing, Monthly)

The following table identifies these oversight activities for which the CCSC has sent communications to the APCs. These processes are ongoing and you can expect to receive regular communications from the CCSC.

If you have any questions on these oversight processes, please send an e-mail to the [CCSC Inbox](#).

| Oversight Activity | Start Date | Send Date | Due Date | Page |
|--|----------------|------------------------|------------------------|---------------------|
| New Training Certification Requirements | July 1, 2013 | Ongoing | Ongoing | - |
| Questionable Transaction Report Program | June 3, 2013 | 15th of each Month | 15 Days After | - |
| Dormant Accounts List Report Process | April 19, 2013 | 1st Week of each Month | 2 Weeks After | - |
| Random Sampling of Receipt Documentation | July 12, 2013 | Annually | 30 Calendar Days After | 4-5 |
| Separation of Service Report | July 2013 | Last Day of Each Month | 15th of Every Month | 6 |



Random
Sampling
occurs
annually

Random Sampling of Cardholder Transactions

The Charge Card Service Center (CCSC) is implementing an additional oversight and compliance program that ensures the charge card program is in compliance with the Departmental Regulation (DR) 5013-6 and Office of Management and Budget (OMB) Circular A-123.

The program area is the Random Sampling of Cardholder Transactions. During the course of an Office of Inspector General (OIG) audit of the CCSC, the OIG requested that the CCSC take additional oversight and internal control measures in accordance with our DR 5013-6 and OMB Circular A-123 by performing agency random sampling of documentation of cardholder transactions to ensure the documentation is in compliance with all applicable policies and regulations.

The following describes the details of the program area, process for the program area, and when the program begins.

Random Sampling of Receipt Documentation Program Area

As stated in the [OMB Circular A-123, Section 4.3](#), “Ensuring that cardholder statements of account and supporting documentation are reviewed and utilized to monitor delinquency, misuse, and other transaction activities.” One of the oversight and internal control recommendations from the OIG is for the CCSC to perform agency random sampling on receipt/documentation of cardholder transactions to make sure that the documentation is in compliance with all applicable policies and regulations. The CCSC has assured the OIG that the program will begin the random sampling of receipts as an agency tool for oversight and internal control.

Percentage of Random Sampling for each Agency

Based on the OMB Circular A-123 and DR 5013-6 requirements, the agencies will need to provide transaction documentation, including but not limited to, purchase requisitions, approval request, receipts, etc., of selected transactions going back three years. A statistical formula for the number of transactions each agency has to sample was used. The total number of transactions required for sampling will be provided. UPS, FedEx, and other delivery transactions are excluded. The agencies will provide the CCSC with the transaction documentation within 30 calendar days of receipt of their individual list of transactions. As of now, this requirement will be conducted annually.

How to Respond to the Receipt Random Sampling Program Area

The following section provides the process steps required by the APCs to successfully respond to this request:

1. The CCSC sends each agency APC a list of random selected transactions (in a spreadsheet) that requires response/documentation.

The CCSC names the spreadsheet by [Agency] Receipt Random Sampling FY2013.xlsx, which includes transactions from FY2010.

2. The APC/LAPCs ask their cardholders to provide the documentation for each transaction listed in the spreadsheet.
3. The APC reviews the documents provided by their cardholders for compliance to

program policies and federal regulations and completes the following columns in the spreadsheet:

- **Yes/No:** Enter “Yes” if you are submitting receipt documentation for the accompanying transaction. If you enter “No,” you must complete the **APCs Comments** column.
 - **APCs Comments:** Provide any needed comments and/or provide an explanation for any missing documentation for a transaction(s).
4. Within 30 calendar days of receiving the CCSC’s e-mail, the APC submits the spreadsheet and **any supporting documentation** to the [CCSC Inbox](#), using the following in the subject line of the e-mail, “[Agency] Receipt Random Sampling FY2013,” for example, FS Receipt Random Sampling FY2013.
- In addition, the CCSC suggests the APCs apply some form of naming convention to the supporting documentation submitted so that the documentation can be easily associated with the transaction, such as:
- [Agency] Receipt Random Sampling FY2013 transactions 1 to 5
 - [Agency] Receipt Random Sampling FY2013 transactions 6 to 15
 - [Agency] Receipt Random Sampling FY2013 transactions 16-19
- where 01, 02, and 03 are sequential numbering of your receipt documentation associated to the spreadsheet you were sent.
5. The CCSC reviews the responses and documentation for the Receipt Random Sampling for compliance to program policies and contacts the APC as needed.

Receipt Random Sampling Program Area Begin Date

The CCSC sent the first Receipt Random Sampling report on July 12, 2013. The CCSC will send subsequent Receipt Random Sampling reports to the agencies/divisions annually and requests a response for each of the transactions within 30 business days of receipt. These subsequent reports will contain cardholder transactions from FY2011, FY2012, and so on, respectively, going back three years.

Summary

Again, with the implementation of this program, the CCSC is providing the agencies with support and oversight of their Charge Card Programs to mitigate the risk of fraud, abuse, and misuse. In addition, this program will apply best practices across the USDA Charge Card Program and ensure the agencies are in compliance with DR 5013-6.

We appreciate your cooperation in this endeavor as we strive to make USDA’s charge card program the most secure, efficient, innovative, and most successful charge card program in the Federal Government.



The Separation
of Service
Report must
be completed
on a monthly
basis

Separation of Service Report

The Charge Card Service Center (CCSC) is in the process of implementing additional oversight and compliance programs to ensure the charge card program is in compliance with the Departmental Regulation (DR) 5013-6 and Office of Management and Budget (OMB) Circular A-123.

A **Separation of Service Report** has been created to identify employees who have left the department. On a monthly basis the CCSC will send the APCs a separation report for review that identifies employees who are no longer employed with their agency, but still have active purchase cards and user profiles in Access Online. The Separation of Service Report has been created with account information from Access online that is cross-referenced with information from the USDA Human Resource Department.

- **Starts:** July 2013
- **Due:** 15th of Every Month
- **Frequency:** Monthly

Action Required by the APC:

- Terminate (T9) any purchase cards in Access Online tied to an employee who is no longer employed with your agency, and then, remove the user profile from Access Online.
- Confirm to the CCSC that corrective action has been taken by **date specified in e-mail**. Confirmation for each agency report should be sent to the [CCSC Inbox](#) and should reflect one of the following statements:
 - ◆ All employees listed are no longer employed with the agency and their corresponding purchase cards and user profiles have been terminated/removed from Access Online.
 - ◆ Some employees listed are no longer employed with the agency and their corresponding purchase cards and user profiles have been terminated/removed from Access Online. In addition, we believe the following employees (list them) have been listed in error as they are current employees with our agency.

If you have any further questions on this process, please send an e-mail to the [CCSC Inbox](#).



Score Cards

Green Purchasing Program Score Card

The CCSC is providing you with a GPP Score Card (refer to figure 3, on [page 8](#)) that shows how many green transactions each agency made in Q3 FY13. The score card also compares each agency's green transaction totals to overall transaction totals for the quarter. The agencies highlighted in green had a variance over 1%, which means over 1% of their total transactions made were green purchases.



Convenience Check Score Card

As a reminder and in accordance with the [AGAR ADVISORY No. 52](#), agencies and cardholders may not use convenience checks for purchases or payments unless there is an applicable electronic funds waiver number that allows such use. Refer to the Code of Federal Regulations (CFR), Part 208—Management of Federal Agency Disbursements, Section 208.4 Waivers ([31 CFR 208.4](#)) for details on the waivers.

Agencies are expected to significantly reduce, and to eventually eliminate, the use of convenience checks. Agencies are also expected to sharply reduce their number of authorized check writers and check stock, eventually eliminating this duty altogether.

APCs/LAPCs shall advise their cardholders that convenience checks may not be used to make purchases or payments absent an applicable waiver. LAPCs must review cardholders' authorization to have checks and shall cancel check-writing authorizations of cardholders who do not purchase supplies or services in the scope of authorized agency waivers. They must also collect, record, and destroy unneeded blank check stocks. APCs/LAPCs shall develop procedures to eliminate convenience checks pursuant to AGAR Advisory No. 52. Agencies shall continue to explore alternative payment methods for categories of transactions covered by waivers.

Figure 4, [page 9](#), the **To Reduce Use by 25%, Check # Threshold** column displays the maximum number of checks an agency can use to stay within their 25% reduction rate. The 25% reduction is based off of the FY12's total number of checks used by the agency.



Convenience Check Usage by Agency

In addition, the CCSC provides you with monthly convenience checks metrics by Agency (refer to figures 5-6, on [page 10](#)). The CCSC uses these statistics to track and monitor the checks usage to ensure that the annual reduction goal of 25% is being met.

Green Purchasing Program Score Card Q3 FY13

| Department Name | Agency Name | Agency Number | Total # Transactions | Total \$ Transactions Amount | Total # Green Transactions | Total \$ Green Transactions Amount | % Variance in # Transactions | % Variance \$ Transactions Amount |
|-----------------|-------------|---------------|----------------------|------------------------------|----------------------------|------------------------------------|------------------------------|-----------------------------------|
| MRP | AMS | 02 | 3,829 | \$956,533.59 | 43 | \$4,914.95 | 1.12% | 0.51% |
| | APHIS | 34 | 23,191 | \$5,439,933.85 | 190 | \$33,568.75 | 0.82% | 0.62% |
| | GIPSA | 36 | 1,112 | \$231,698.65 | 12 | \$925.16 | 1.08% | 0.40% |
| | ARS | 03 | 49,917 | \$19,012,300.69 | 557 | \$174,258.76 | 1.12% | 0.92% |
| REE | ERS | 18 | 203 | \$161,466.59 | 2 | \$368.64 | 0.99% | 0.23% |
| | NASS | 20 | 1,172 | \$345,632.66 | 27 | \$7,335.34 | 2.30% | 2.12% |
| | NIFA | 22 | 251 | \$106,318.75 | 2 | \$1,598.69 | 0.80% | 1.50% |
| | OS | 01 | 148 | \$38,940.09 | - | - | 0.00% | 0.00% |
| DM | DAO | 06 | 50 | \$8,962.90 | - | - | 0.00% | 0.00% |
| | OC | 13 | 136 | \$98,060.48 | - | - | 0.00% | 0.00% |
| | OCE | 38 | 54 | \$19,261.69 | - | - | 0.00% | 0.00% |
| | NAD | 39 | 159 | \$48,585.78 | - | - | 0.00% | 0.00% |
| | OBPA | 42 | 10 | \$8,040.19 | - | - | 0.00% | 0.00% |
| | OES | 63 | 76 | \$5,708.30 | - | - | 0.00% | 0.00% |
| | OCIO | 64 | 1,235 | \$464,516.65 | - | - | 0.00% | 0.00% |
| | HL | 72 | 69 | \$15,060.22 | - | - | 0.00% | 0.00% |
| | DM | 75 | 951 | \$690,087.70 | 1 | \$215.34 | 0.11% | 0.03% |
| | OASCR | 84 | 71 | \$36,960.93 | - | - | 0.00% | 0.00% |
| FFAS | OCFO | 90 | 495 | \$254,411.20 | - | - | 0.00% | 0.00% |
| | RMA | 08 | 424 | \$105,648.04 | 1 | \$64.66 | 0.24% | 0.06% |
| | FAS | 10 | 884 | \$276,413.47 | 3 | \$542.57 | 0.34% | 0.20% |
| | FSA FA | 57 | 2,702 | \$581,206.99 | 42 | \$24,137.76 | 1.55% | 4.15% |
| FS | FSA CE | 97 | 11,368 | \$1,359,315.12 | 378 | \$53,796.52 | 3.33% | 3.96% |
| | FS | 11 | 147,584 | \$45,745,384.48 | 456 | \$136,643.29 | 0.31% | 0.30% |
| OGC | OGC | 14 | 362 | \$76,657.89 | 7 | \$899.24 | 1.93% | 1.17% |
| NRCS | NRCS | 16 | 13,708 | \$3,462,029.63 | 639 | \$143,898.20 | 4.66% | 4.16% |
| RD | RD | 07 | 4,567 | \$783,631.77 | 109 | \$22,876.37 | 2.39% | 2.92% |
| FSIS | FSIS | 37 | 2,424 | \$1,080,170.67 | 22 | \$8,310.80 | 0.91% | 0.77% |
| FNS | FNS | 30 | 1,672 | \$569,581.80 | 66 | \$32,901.81 | 3.95% | 5.78% |
| OIG | OIG | 23 | 450 | \$140,486.20 | - | - | 0.00% | 0.00% |
| Total | | | 269,274 | \$82,123,006.97 | 1,853 | \$499,432.44 | 0.69% | 0.61% |

Figure 3. Green Purchasing Program Score Card Q3 FY13

Convenience Check Score Card FY13 YTD

| Agency | # Checks FY12 | \$ Checks FY12 | # Checks FY13 YTD | \$ Checks FY13 YTD | # Variance FY12-FY13 YTD | \$ Variance FY12-FY13 YTD | To Reduce Use by 25%, Check # Threshold |
|--------------|---------------|------------------------|-------------------|------------------------|--------------------------|---------------------------|---|
| 01 - OSEC | 9 | \$9,768.80 | 1 | \$250.00 | 88.89% | 97.44% | 7 |
| 03 - ARS | 4,219 | \$2,649,376.66 | 2,621 | \$1,559,822.77 | 37.88% | 41.12% | 3164 |
| 07- RD | 155 | \$45,178.39 | 97 | \$22,839.10 | 37.42% | 49.45% | 116 |
| 08 - RMA | 27 | \$14,936.12 | 13 | \$4,241.66 | 51.85% | 71.60% | 20 |
| 10 - FAS | 169 | \$161,241.85 | 62 | \$62,357.31 | 63.31% | 61.33% | 126 |
| 11 - FS | 21,982 | \$16,106,653.66 | 13,274 | \$8,462,209.15 | 39.61% | 47.46% | 16,486 |
| 16 - NRCS | 0 | \$0.00 | - | \$0.00 | 0.00% | 0.00% | 0 |
| 18 - ERS | 74 | \$43,675.25 | 31 | \$13,508.18 | 58.11% | 69.07% | 56 |
| 20 - NASS | 435 | \$103,142.81 | 291 | \$66,112.44 | 33.10% | 35.90% | 326 |
| 22 - NIFA | 327 | \$199,272.16 | 17 | \$6,806.90 | 94.80% | 96.58% | 245 |
| 57 - FSA-FA | 327 | \$86,791.94 | 331 | \$106,234.27 | -1.22% | -22.40% | 245 |
| 64 - OCIO | 214 | \$12,896.83 | 184 | \$10,886.68 | 14.02% | 15.59% | 160 |
| 75 - DM | 28 | \$14,057.02 | 3 | \$18,841.77 | 89.29% | -34.04% | 21 |
| 84 - OASCR | 2 | \$330.00 | - | \$0.00 | 100.00% | 100.00% | 1 |
| 97 - FSA-CE | 4,412 | \$891,841.93 | 2,605 | \$517,496.99 | 40.96% | 41.97% | 3,309 |
| Total | 32,380 | \$20,339,163.42 | 19,530 | \$10,851,607.22 | 39.68% | 46.65% | 24,285 |

Figure 4. Convenience Check Score Card, YTD is through End of Q3

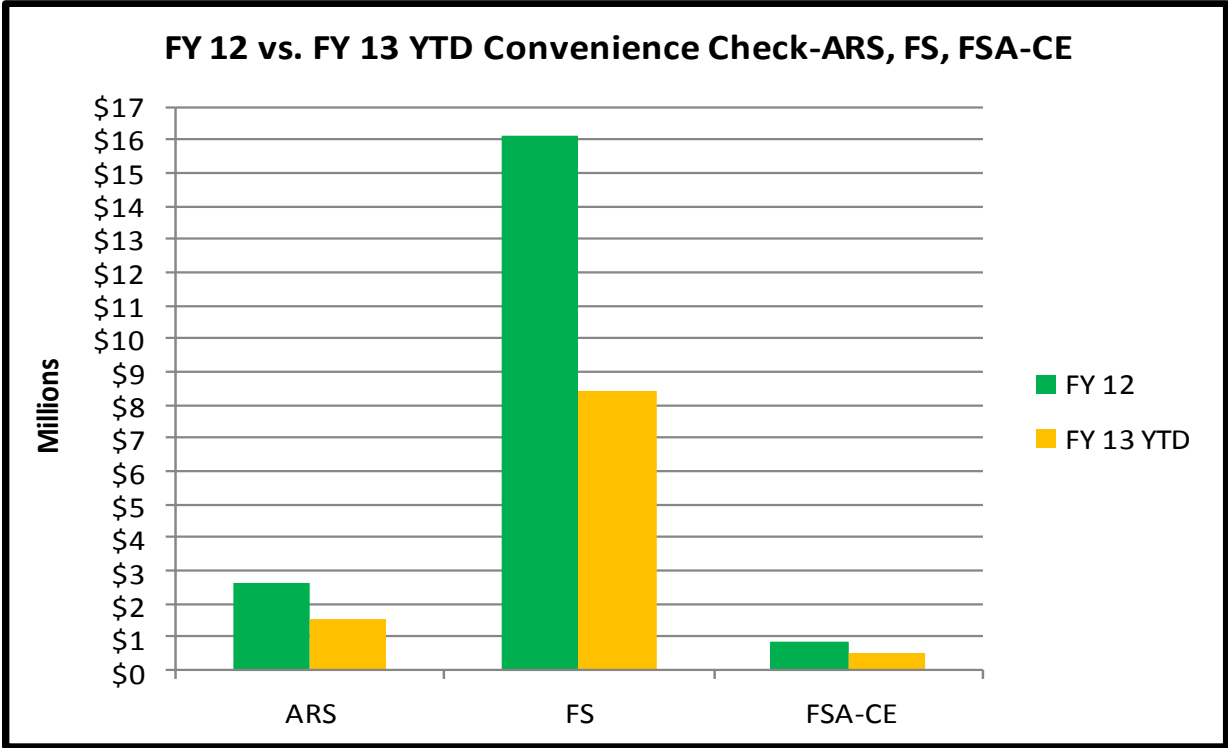


Figure 5. Convenience Check Usage ARS, FS, FSA-CE, YTD is through End of Q3

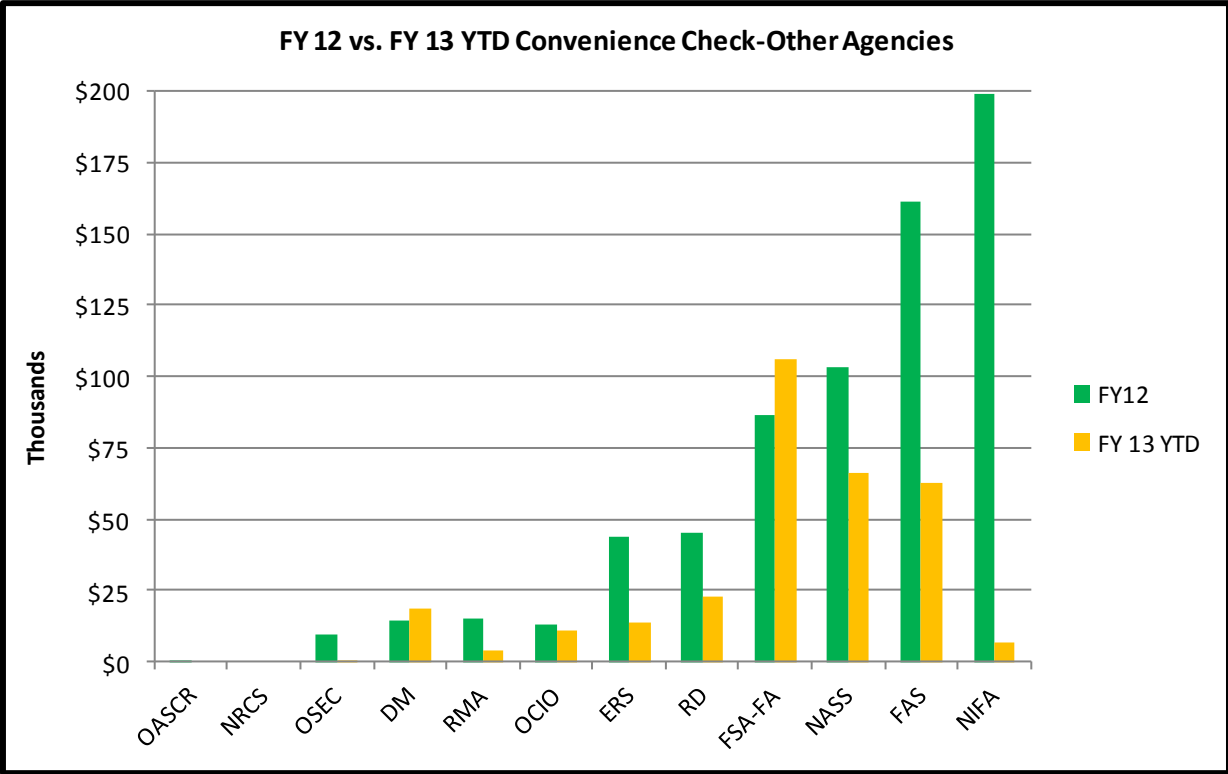


Figure 6. Convenience Check Usage for All Other Agencies, YTD is through End of Q3

Reminder for LAPC Quarterly Reviews and APC Certification Checklists

This is a reminder that *LAPC Quarterly Review Checklists* for April 1–June 30, 2013, are due to APCs by August 30, 2013. The *APC Certification of LAPC Quarterly Reviews* of all *LAPC Quarterly Review Checklists* are due to the CCSC by September 9, 2013. If you have any further questions on this process please send an e-mail to the [CCSC Inbox](#).

| Quarter Reviewed: | For the Months of: | Due Date to APC: | Due Date to the CCSC: |
|-------------------|--------------------|-------------------|-----------------------|
| Q3 FY13 | April – June | August 30, 2013 | September 9, 2013 |
| Q4 FY13 | July – September | November 29, 2013 | December 6, 2013 |
| Q1 FY14 | October – December | February 28, 2014 | March 7, 2014 |
| Q2 FY14 | January – March | May 30, 2014 | June 9, 2014 |
| Q3 FY14 | April – June | August 29, 2014 | September 8, 2014 |
| Q4 FY14 | July – September | November 28, 2014 | December 8, 2014 |

Dates for Cardholder Account Suspensions and Suspension Lifts

On September 10, 2012, the **PCard-12-2012: New Dates for Purchase Cardholder Account Suspension and Suspension Lifts for FY13** notification was sent via e-mail to Purchase Coordinators outlining the new dates for suspension and suspension lifts for FY13. If you have any questions on this process, please send an e-mail to the [CCSC Inbox](#).



| Purchase Cardholder Suspension Dates (Note: Suspensions occur once a month) | Suspension Lift Dates (Note: Lifts on “suspended” accounts occur twice a month) |
|--|--|
| June 10, 2013 | June 11 and 25, 2013 |
| July 8, 2013 | July 9 and 23, 2013 |
| August 8, 2013 | August 9 and 23, 2013 |
| September 9, 2013 | September 10 and 24, 2013 |
| October 8, 2013 | October 9 and 23, 2013 |



Prepping for FMMI Fiscal Year End 2013 Rollover

As fiscal year (FY) 13 comes to an end on September 30, 2013, the CCSC would like to provide instructions on the rollover process as FY14 begins. Please review the schedules provided. The dates listed notify the cardholder community of what needs to happen to ensure a smooth transition in accounting as FY13 comes to a close.

Instructions for Cardholder and Approving Official FY13 Year End

Monday, September 30, 2013

- Cardholders are required to have approved and or reconciled all of their FY13 transactions that have posted to Access Online. Cardholders must complete all related comments and item description information for compliance and audit purposes.
- Tax Identification Numbers and merchant information is required for IRS Reporting of Convenience Checks.
- Cardholders need to ensure that period end estimates have been submitted for any outstanding FY13 purchases that have not been reallocated and approved in Access Online because they have not yet posted.
- Approving Officials should “final” approve all FY13 purchase card and convenience checks transactions.

Tuesday, October 1, 2013

Cardholders and Approving Officials may begin to handle any approvals and/or reconciliations (reallocations) in Access Online for both Purchase and Fleet. However, FY14 Default Accounting Codes (DACs) will not be added until the following week.

Tuesday, October 8, 2013

Newly posted transactions in Access Online reflect FY14 DACs. Cardholders should do the following:

- Ensure that each transaction in Access Online has the correct FY accounting to match the year which it was purchased. If it does not, reallocate appropriately to the correct accounting code. If a prior year accounting is needed (i.e., FY13), make sure and use that code for reallocation, as it should still be available. However, if unable to find the prior year accounting code in Access Online, contact your APC/LAPC to have the code uploaded in Access Online.

The Agency Financial POCs will begin loading FY14 accounting codes in Access Online during the month of September. **Cardholders should refrain from selecting these codes to reallocate their transactions until Tuesday, October 1, 2013.** Please note that these codes may not be funded before October 1st; therefore, if used, they could reject in addition to permanently locking the transaction and prohibiting ability for the Cardholder to perform a second reallocation. Cardholders must review the transaction to make sure the appropriate FY accounting code was selected on the transaction prior to clicking the **Save** button.

Instructions for Coordinators FY13 Year End

Monday, October 7, 2013

US Bank updates all Purchase and Fleet card DACs to reflect the FY14 values.

Wednesday, October 9, 2013

US Bank provides the CCSC with the following:

- A list of Cardholders whose DAC became invalid after the conversion. Invalid status can occur if the Valid Value associated with the Cardholder's DAC has not been loaded into FMFI or Access Online, or if the conversion rules produced an invalid DAC.
- The CCSC provides to Agencies a list of outstanding invalid DACs that result from the conversion or were not updated through the conversion process.

Wednesday, October 16, 2013 – Friday, October 18, 2013

- Agencies must be diligent in correcting all invalid DAC issues, as this leads to transactions not being extracted properly and paid, which in turn could lead to future card Managing Account suspensions and penalty interest payments.
- The CCSC reallocates outstanding non-extracted transactions (i.e., because of DAC issues) to the correct DAC. Cardholders will still be able to reallocate the transaction to different accounting one more time, prior to it being locked permanently.

Should you have any additional questions, please contact the [CCSC Inbox](#).

Message from the CCSC Program Manager

APCs,

I would like to personally thank you for your hard work and effort throughout this entire fiscal year. I know this has been an especially difficult year with budget cuts and sequestration to some programs. Thank you for remaining focused on your program and continuing to guide users in your offices, regions and agencies.

The CCSC staff and I appreciate your cooperation and feedback as we have rolled out some new business processes to you and your agencies. I know some processes have been easier to accomplish than others. Your hard work has not gone unnoticed. With your help we have the expecta-

tion to reduce fraud, misuse, and abuse across the department.

I want you to know that we do review all of the e-mails you submit to the CCSC inbox. Many times they spark conversations with staff on how we can best provide support to you. While we may not always give you the answer you want to hear we try to make the decisions we feel best support OMB regulations and ethical practices. Many of you have been proactive in bringing concerns of your cardholder communities right to the table. I know the thousands of active purchase cardholders USDA currently has are lucky to have such hardworking APCs on their sides.

Your continued commitment and diligence will help us to become a premier charge card program within the federal government. I hope you continue to enjoy your summer and thank you from all of us at the CCSC office.

Thanks,

Phil Johnson



Upcoming Training Webinars

The CCSC is planning to deliver webinars to APCs in the near future. The following subjects were found to generate the most need and/or questions from the community:

- Monthly Reporting
- Card Issuance, and Hierarchy and Maintenance
- 60-Day Suspension Process

Invites for each webinar are coming soon. The CCSC is interested in your feedback and needs. Please let us know via e-mail if you (or your team) would benefit from any other training topics.

July 2013

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--------------------------------|---------------------------|-----|--------------------------------|-----|-----|
| | 1 | 2 | 3 | 4 July 4th Holiday | 5 | 6 |
| 7 | 8 Cardholder Suspensions | 9 Suspension Lifts | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 Suspension Lifts | 24 | 25 APC Quarterly Meeting | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |



USDA Departmental Management
Charge Card Service Center
Reporter's Building
Washington, DC 20024

The CCSC welcomes your feedback. Please send us an e-mail at the [CCSC Inbox](#) about ways we can improve the newsletter, with topics you would like included in upcoming newsletters, and/or questions you may have. Thank you!